



736 F Street  
Arcata, CA 95521

|                                   |                                    |                          |                            |
|-----------------------------------|------------------------------------|--------------------------|----------------------------|
| City Manager<br>(707) 822-5953    | Environmental Services<br>822-8184 | Police<br>822-2428       | Recreation<br>822-7091     |
| Community Development<br>822-5955 | Finance<br>822-5951                | Public Works<br>822-5957 | Transportation<br>822-3775 |

December 17, 2010

Department of Housing and Community Development  
Division of Housing Policy Development  
P.O. Box 952053  
Sacramento, CA 94252-2053

Re: Annual Housing Element Progress Report

To whom it may concern:

Please find the enclosed Annual Housing Element Plan for the City of Arcata.

Sincerely,

Denise Monday  
Community Development Administrative Assistant

HOUSING POLICY  
DEVELOPMENT, HCD

DEC 23 2010



**Department of Housing and  
Community Development**

**ANNUAL HOUSING ELEMENT PROGRESS REPORT**

City or County Name: CITY OF ARCATA

Mailing Address: 736 F. STREET, ARCATA, CA 95521

Contact Person: DAVID LOYA Title: COMMUNITY DEVELOPMENT  
DEPUTY DIRECTOR

Phone: 707 822 5955 FAX: 707 825 2029 E-mail: dloya@cityofarcata.org

Reporting Period by Calendar Year: from 1/1/09 to 12/31/09

These forms and tables, (see sample – next page) must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1, of each year for the prior calendar year; submit separate reports directly to both HCD and OPR (Government Code Section 65400) at the addresses listed below:

**Department of Housing and Community Development**

Division of Housing Policy Development

P.O. Box 952053

Sacramento, CA 94252-2053

-and-

**Governor's Office of Planning and Research**

P.O. Box 3044

Sacramento, CA 95812-3044

HOUSING POLICY  
DEVELOPMENT, HCD

DEC 23 2010

## **Instructions**

Government Code Section 65400 establishes the requirement that each city, county or city, and county planning agency prepare an annual report on the status of the housing element of its general plan and progress in its implementation using forms and definitions adopted by the Department of Housing and Community Development. The following form is to be used for reporting on the status of the housing element and implements Sections 6200, 6201, 6202, and 6203 of the Department of Housing and Community Development California Code of Regulations, Title 25, Division 1, Chapter 6.5.

Please note, per Government Code Section 65700, charter cities are exempt from preparing an annual report on the status of the housing element. However, all jurisdictions including charter cities must submit annual reports in those cases where submittal is required for certain funding programs. In addition, the Department encourages all jurisdictions to submit an annual report as the report is a useful tool in meeting the review and revise requirement of subsequent housing element revisions per Government Code Section 65588.

## **Completing Tables**

The following instructions refer to the tables of Attachment 1:

- Table A: *Annual Building Activity Report- Low-, and Very Low-Income Units and Mixed-Income Multifamily Projects*
- Table A2: *Annual Building Activity Report -Summary for Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65588.1(c)(1)*
- Table A3: *Annual Building Activity Report Summary for Moderate- and Above Moderate-Income Units*
- Table B: *Regional Housing Needs Allocation Progress*
- Table C: *Program Implementation Status*

The instruction numbers coincide with the fields in the tables.

(CCR Title 25 §6202 )

City of Arcata

1-Jan-09 - 31-Dec-09

## Table A

[illegible]

\* Note: These fields are voluntary



# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

(CCR Title 25 §6202 )

Jurisdiction City of Arcata  
Reporting Period 1-Jan-09 - 31-Dec-09

**Table A2**  
**Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)**

Please note: Units may only be credited to the table below when a jurisdiction has included a program it its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

| Activity Type                     | Affordability by Household Incomes |                 |            |             | (4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1 |
|-----------------------------------|------------------------------------|-----------------|------------|-------------|---|
|                                   | Extremely Low-Income               | Very Low-Income | Low-Income | TOTAL UNITS |   |
| (1) Rehabilitation Activity       |                                    |                 |            | 0           |   |
| (2) Preservation of Units At-Risk |                                    |                 |            | 0           |   |
| (3) Acquisition of Units          |                                    |                 |            | 0           |   |
| (5) Total Units by Income         | 0                                  | 0               | 0          | 0           |   |

\* Note: This field is voluntary

**Table A3**  
**Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)**

|   | 1. Single Family | 2. 2 - 4 Units | 3. 5+ Units | 4. Second Unit | 5. Mobile Homes | 6. Total | 7. Number of Infill units* |
|---|------------------|----------------|-------------|----------------|-----------------|----------|----------------------------|
| No. of Units Permitted for Moderate       |                  | 2              |             | 3              |                 | 5        | 5                          |
| No. of Units Permitted for Above Moderate | 5                |                |             |                |                 | 5        | 5                          |

\* Note: This field is voluntary





# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

(CCR Title 25 §6202 )

Jurisdiction City of Arcata  
Reporting Period 1-Jan-09 - 31-Dec-09

Table B

### Regional Housing Needs Allocation Progress

#### Permitted Units Issued by Affordability

| Enter Calendar Year starting with the first year of the RHNA allocation period. See Example. |                                       | 2007      | 2008      | 2009      | 2010      | 2011      | 2012      | 2013      | 2014      |           | Total Units<br>to Date<br>(all years) | Total<br>Remaining RHNA<br>by Income Level |
|--|---------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------------------------------------|--|
| Income Level   | RHNA<br>Allocation by<br>Income Level | Year<br>1 | Year<br>2 | Year<br>3 | Year<br>4 | Year<br>5 | Year<br>6 | Year<br>7 | Year<br>8 | Year<br>9 |                                       |  |
|  |                                       |           |           |           |           |           |           |           |           |           |                                       |  |
| Very Low   | Deed                                  |           | 12        | 0         |           |           |           |           |           |           | 12                                    | 178  |
|  | Restricted                            |           |           |           |           |           |           |           |           |           |                                       |  |
|  | Non-deed<br>restricted                |           | 0         | 0         |           |           |           |           |           |           |                                       |  |
| Low  | Deed                                  |           | 68        | 0         |           |           |           |           |           |           | 68                                    | 63   |
|  | Restricted                            |           |           |           |           |           |           |           |           |           |                                       |  |
|  | Non-deed<br>restricted                |           | 0         | 0         |           |           |           |           |           |           |                                       |  |
| Moderate   | Deed                                  |           | 0         | 0         |           |           |           |           |           |           |                                       | 124  |
|  | Restricted                            |           |           |           |           |           |           |           |           |           |                                       |  |
|  | Non-deed<br>restricted                |           | 14        | 5         |           |           |           |           |           |           | 19                                    |  |
| Above Moderate   |                                       |           | 155       | 5         |           |           |           |           |           |           | 160                                   | 187  |
| Total RHNA by COG.<br>Enter allocation number.   |                                       | 811       |           |           |           |           |           |           |           |           | 259                                   |  |
| Total Units  |                                       |           | 249       | 10        |           |           |           |           |           |           |                                       | 562  |
| Remaining Need for RHNA Period   |                                       |           |           |           |           |           |           |           |           |           |                                       |  |

Note: units serving extremely low-income households are included in the very low-income permitted units totals.



(CCR Title 25 §6202 )

City of Arcata

1-Jan-09

31-Dec-09

### Program Implementation Status

[illegible]



**ANNUAL ELEMENT PROGRESS REPORT**  
***Housing Element Implementation***  
(CCR Title 25 §6202 )

|                  |                |           |
|------------------|----------------|-----------|
| Jurisdiction     | City of Arcata |           |
| Reporting Period | 1-Jan-09 -     | 31-Dec-09 |

**General Comments:**

The 2007 & 2008 Data were combined under 2008. These data were updated to reflect the intensive research used to develop the 2009 Housing Element update. As a result, these data do not necessarily conform to the City's previously supplied 2007 and 2008 performance reports.



| Table C   |   |   |   |
|---|---|---|---|
| Program Implementation Status                         |   |   |   |
| Name of Program                                       | Objective   | Timeframe in HE   | Status  |
| HE-1 Design Manuals                                   | Provides easy-to-read housing development information to the public. Identification of alternative building methods and materials that may be allowed in the City, as well as efficient layouts, shared parking techniques, and streamlined planning applications.  | 2010  | The City developed handouts that explain the City's design review process and procedure. The handouts describe the City's requirements for the production of quality housing in the City. New handouts will be created on an ongoing basis.   |
| HE-2 Housing Condition Survey                         | Identification of areas of the City in need of rehabilitation and documentation for funding agencies.   | 2010; New housing condition survey by 2014.   | Survey completed prior to HE adoption. Needs to be incorporated into the City's GIS database in order to identify target areas for rehabilitation. An annual review of the target areas will be completed. The City shall utilize the CDBG Housing Condition Survey format and target units classified as needing substantial rehabilitation or in dilapidated condition. The City will provide information to persons living in the housing units in need of rehabilitation about the City's Housing Rehabilitation Program. |
| HE-4 Housing Rehabilitation Program                   | The Housing Rehabilitation Program is designed to provide low-interest and partially deferred payment loans to improve the City's existing housing stock by assisting below moderate income households to eliminate health or safety deficiencies, renovate and/or restore older homes, and eliminate blight. | Ongoing, Citywide (2009-2014).  | Ongoing: Continuation of existing Arcata Housing Rehabilitation Program. Continue to apply for Community Development Block Grant (CDBG) and HOME funding for this program and allocate a portion of the Low and Moderate Housing Fund for housing rehabilitation.   |
| HE-8 Residential Site Development Program             | A Residential Site Development database available for public use to assist in the development of housing in the City.   | 2010  | Completed in 2009 - will continue to update as information is compiled. The supply of developable land with adequate infrastructure that is also zoned for residential use can assist the development of housing in the City. Identification of vacant and under-utilized residential land and its development potential will help to determine the residential development options in the City and assist in identifying ways to remove any constraints.   |
| HE-9 Residential Development Program                  | To make available to the public this information, public participation in housing development throughout the City may be enhanced.  | Ongoing, Citywide (2009-2014).  | Ongoing: By keeping the public and the housing development community informed of approved residential development and the availability of vacant land, the City desires to promote residential development and public participation in the development process.   |
| HE-10 Infill Development Program                      | The development of additional residential units maximizing density in existing built out sites, thereby relieving development pressure from the outlying areas of the City  | 2011; Ongoing: including periodic updates of the urban vacant land available for infill projects within the City. | Ongoing - Infill development is one technique in meeting the housing needs required by expanding populations. The City will encourage the use of vacant individual lots as well as small lots in the City for the development of housing.   |
| HE-11 Mixed Use                                       | The development of additional housing in the commercial areas and CBD.  | Completed in 2008   | Ordinance adopted, program is ongoing. Residential development is allowed in the General Commercial and Central Business Districts. The City will encourage the use of mixed-use development by reducing or waiving development standards, such as parking standards, and density requirements for all residential mixed-use development.   |
| HE-12 Development Processing System Review Program    | The Building and Planning review time for project processing varied between 3 months to 8 months, depending on the type of project.   | The monitoring of plan review is an ongoing process.  | Complex processing procedures in permit issuance can be a major obstacle in housing development, especially for affordable housing projects that are under tight timelines imposed by state and federal funding programs. Minimize processing time for development permits, especially those for affordable residential projects and those which conform to City development requirements.  |
| HE-13 Additional Living Space in the RVL and RL Zones | The development of additional living units.   | Ongoing. The City will develop second unit design templates by October 2011.                                      | The City recognizes the high demand for additional housing, as well as the environmental and economic constraints on designating additional land for development beyond the urban core. Therefore, the Land Use Code shall continue to allow for the construction or conversion of existing living space to allow up to two units in the RVL and RL zones.  |

| Name of Program  | Objective  | Timeframe in HE   | Status  |
|--|--|---|---|
| HE-14 Affordable Housing Preservation  | This program will assist in the preservation of at-risk housing units.   | Ongoing   | Redevelopment staff have begun working on the list of at risk housing to accomplish this task. The Community Development Department will develop a program with the intent to identify funding sources for the preservation of at-risk affordable housing. The program will include notification to owners and tenants and participation in federal, state and local preservation programs. The City will assist in the preservation of any at-risk affordable housing by reserving financial assistance for these projects, if necessary. Possible programs to assist in the preservation of at-risk units are described below by unit type. |
| HE-15 Land for Acquisition Housing   | Provide a stable source of properties to ensure that 4 to 7 (20 to 35 total) low and very-low income new single family homes are secured each year during the 2009-2014 planning period.     | Ongoing, 2009-2014 as projects are processed through the Planning Department.                             | The City will continue to implement the following measures using its Housing Set-Aside funds, grant sources, and other funding mechanisms, including public-private partnerships aimed at the development of affordable housing. The City shall continue to provide or seek funding. This is ongoing. City is currently working on 10 units in the James Creek meadow subdivision for its affordable housing program.   |
| HE-16 Development and Acquisition of Affordable Single Family Housing        | Providing 25 first-time homebuyers with down payment assistance.   | Ongoing. Condominium conversion program, Mortgage Tax Credit program                                      | Ongoing and will continue to use HOME, CDBG, Redevelopment Agency Low and Moderate Income Housing Fund, as well as available Federal, State, and local funding to provide the First-time Homebuyer Program and other affordable single family housing ownership opportunities in the City. The City shall provide or seek funding for the following programs:   |
| HE-17 Development and Acquisition of Affordable Multifamily Housing          | Result in the production of 283 Very Low and Low income units for low income households.   | Ongoing.  | Ongoing and will continue to use HOME, CDBG, Redevelopment Agency, Low and Moderate Income Housing Fund, as well as available Federal, State, and local funding to provide multifamily housing affordable to very low, low, and moderate income households in the City. The City shall provide or seek funding for the following programs:  |
| HE-18 State and Federal Grant Seeking  | The supply of information to developers for possible funding sources.  | Ongoing. The various funding programs will be applied for as the due dates require.                       | Coordinate with county, state and federal resources to seek any available sources of funding for the development of affordable housing units. This activity will be updated annually. All funding programs that are considered beneficial for the City and residents of Arcata will be applied with a special emphasis on applying for funding for extremely low-income housing units. A complete list of possible state and federal funding sources is located in the technical appendix of the Housing Element.   |
| HE-19 Replacement of Low and Moderate-Income Housing within the Coastal Zone | The replacement of low and moderate-income housing due to coastal development.   | Ongoing.  | Article 10.7 Planning and Zoning Law of the California Government Code requires the replacement of low and moderate income housing in the Coastal Zone. It is the City's intention to require all developers to replace and/or finance the replacement of all low and moderate housing lost as a result of their development. This replacement will be done according to the guidelines stipulated in Article 10.7.   |
| HE-20 Inclusionary Requirements for Affordable Housing Development           | The production of low and moderate-income housing in new residential development.  | Ongoing.  | The City will continually review the inclusionary zoning standards as part of the inclusionary housing requirement and continue to provide incentives. Currently coordinating for the addition of 13 inclusionary units and one will be under construction in 2010.   |
| HE-22 Community Land Trust   | Development of "land banked" properties to ensure that 4 to 7 (20 to 25 total) low and very-low income new single family homes are developed each year during the 2009-2014 planning period. | Ongoing, 2009-2014  | Ongoing. Annually monitor the CLT program to identify needed adjustments to the program in areas such as financial assistance and management;   |
| HE-23 Affordable Housing Trust Fund  | Assist in the development of affordable housing projects.  | Develop program by 2011. Apply for matching funds from the Local Housing Trust Fund as soon as feasible.  | <b>Not started.</b> The City will assist HBHDC to develop an Affordable Housing Trust Fund. The Affordable Housing Trust Fund will be used for the development of affordable housing in the City.   |
| HE-24 Mobile Home Park Preservation  | Control the rent for mobile homes in specific Parks and stabilize this supply of affordable housing in Arcata.   | Renovation of the two Parks to be completed by 2010. Resident participation in the City's HOP is ongoing. | The City has worked with the non-profit Resident Owned Parks (ROP) to establish two Resident Ownership Parks in Arcata. The rents at these two Parks are controlled by Regulatory Agreements. The City will continue to work with ROP to complete the work on these two parks.  |



| Name of Program  | Objective   | Timeframe in HE   | Status   |
|--|---|---|--|
| HE-25 Rental Housing for Large Households  | The development of twenty-five three or four bedroom units available to low income households, during the 2009 – 2014 period.   | Ongoing.  | To encourage multifamily projects to include units of three and four bedrooms affordable to lower income households, the City will offer density bonuses, help interested developers apply for government financing and/or other government subsidies, assist interested developers in acquiring surplus government land suitable for multifamily development, expedite permit processing, and waive fees for low-income dwelling units.   |
| HE-26 Housing Development for Seniors  | The development of ten units set aside of senior households over the 2009 – 2014 period.  | Ongoing   | The City is working with a developer to develop approximately 20 senior units in the downtown, most will be rent restricted. To encourage affordable senior projects, the City will offer density bonuses, help interested developers apply for government financing and/or other government subsidies, assist interested developers in acquiring surplus government land suitable for multifamily development, expedite permit processing, reduce parking standards and lot sizes, and waive fees for low-income dwelling units.  |
| HE-27 Promotion of Owner-Occupied Units.   | Increase the proportion of owner-occupied units in the City.  | Ongoing, as funding is available.   | The City will continue to operate the First Time Homebuyer Program, and support HBHDC's Community Land Trust Program. The City will continue to operate the Moderate Income Home Ownership Program, and investigate the possibility of providing increased assistance to moderate income households. The City will investigate other sources of assistance including but not limited to the BEGIN Program.   |
| HE-28 Residential Relocation and Anti-Displacement Program                               | Providing financial assistance for relocation to low income households.   | Ongoing, amend the Plan as needed   | Ongoing - Continue to implement the existing Residential and Business Anti-Displacement and Relocation Assistance Plan that was adopted August 4, 2004 through Resolution NO. 045-12.  |
| HE-29 Housing Discrimination and Housing Equal Opportunity                               | Adherence with the City's policy of fair housing practices.   | Ongoing.  | Continue to coordinate and refer interested persons to the appropriate agencies. The City will act as an independent third-party to discrimination complaints and shall continue to maintain a file for the purpose of recording information about any alleged violations of state or federal fair housing requirements. Anyone making such allegations will be provided with information on how to contact the appropriate state and federal offices to file complaints. The City will support housing equal opportunity programs by continuing to provide informational fair housing brochures, including information about tenant's rights, available to the public at City Hall, library, Arcata Transit Center, and Arcata Community Center, and will also be provided to local service providers, such as North Coast Resource Center, Redwood Community Action Agency, Arcata Counseling Services, and Northcoast Children's Services for distribution. |
| HE-30 Removal of Housing Constraints for Persons with Disabilities                       | A complete evaluation of the City's policies and regulations to determine if any constraints to the development of disabled housing as a result of those policies and regulations exist and removal of such constraints if they do exist. | The City will annually review the land use controls to determine if any constraints are found, the City will take subsequent actions within six months of the completion of the evaluation. | Persons with disabilities have been identified by the State as a special housing needs group, and actions must be taken to ensure that housing for these persons is not inhibited due to Arcata housing policies and practices.  |
| HE-31 Initiate Efforts to Address the Shelter and Other Needs of the Homeless Population | Development of a range of emergency shelters will provide seasonal choices for the homeless. Development of transitional housing will provide extended shelter for the homeless. Provide SROs for extremely low-income households.        | Incorporate Code text changes by 2010. Apply for EHAP funding annually.   | Applied for EHAP and CDBG funding to develop a 40 unit transitional shelter. Initiated plans to develop a 40 unit emergency shelter.   |
| HE-34 Handicapped Access Appeals Board Evaluation and Reasonable Accommodations          | Facilitate and promote accommodations and housing opportunities for persons with disabilities.  | Evaluate process annually. Develop a general process for reasonable accommodation requests by August 2010.  | The City will evaluate and revise its Handicapped Access Appeals Board process to remove constraints on the development, maintenance and improvement of housing for persons with disabilities and ensure compliance with reasonable accommodation requirements. The City will also identify opportunities to facilitate and promote housing for persons with disabilities. The City will amend the process and monitor its effectiveness.  |

